



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.lacounty.gov>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 27, 2006

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

MAPP SALARY ADJUSTMENTS EFFECTIVE OCTOBER 1, 2006

The Board of Supervisors has approved an October 1, 2006 general salary adjustment of four percent for eligible Management Appraisal and Performance Plan (MAPP) participants. In order to facilitate the processing of these adjustments, the Auditor-Controller has agreed to implement a mass update of the October 1, 2006 salary adjustments for eligible MAPP participants.

Salary adjustments for MAPP participants include both probationary and non-probationary participants and will be limited to participants whose performance ratings for the plan year ending September 30, 2005 are "Merit Performance" or higher. For participants on probation, use the rating from the previously held item unless an interim rating has been completed. In order for salary adjustments for MAPP participants to be reflected on the December 15, 2006 payday, the attached form must be received by the Auditor-Controller's office by December 4, 2006.

To ensure adherence to the MAPP salary adjustment performance rating requirements, and to facilitate the mass update process, please complete the attached form in accordance with the following instructions:

- Enter the Department Number and Department Name.
- If all MAPP participants are eligible for the October 1st salary adjustment, check the appropriate box.
- For MAPP participants not eligible for the October 1st adjustment, please check the appropriate box and list each employee's number and name in the spaces provided.

All Department Heads
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- The signed form must be received by the Auditor-Controller's office no later than December 4, 2006 and may be forwarded via e-mail to Ann-Marie Mendoza at amendoza@auditor.lacounty.gov, or sent to the following address:

Auditor-Controller
Countywide Payroll Division
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 505
Los Angeles, California 90012
ATTN: Ann-Marie Mendoza

Department Heads

The Board also approved similar adjustments for appointed department heads, except for the Public Defender and the Alternate Public Defender who receive salary adjustments in conjunction with the District Attorney on July 1st of each year. The Auditor-Controller will process the October 1, 2006 increase for department heads, whose last performance evaluation by the Board of Supervisors was "competent" or better, based on authorization from the Chief Administrative Office.

If you have questions, please call me, or your staff may contact Genie Ledford at (213) 974-2521.

DEJ:SRH
WGL:GL:df

Attachment

c: Each Supervisor
Administrative Deputies
Personnel Officers
Payroll Managers

**MAPP EMPLOYEE SALARY INCREASES
EFFECTIVE OCTOBER 1, 2006**

DEPT NO _____ **DEPARTMENT NAME** _____

- ☐ All MAPP employees are eligible for salary increase.
- ☐ The following MAPP employees are not eligible for salary increase:

EMPLOYEE NUMBER	EMPLOYEE NAME

I hereby certify that the above is correct to the best of my knowledge.

Signature of Personnel Officer _____ **Date** _____

Name of Personnel Officer _____ **Phone Number** _____

This completed form must be received by the Auditor-Controller's office no later than December 4, 2006. The form can be submitted via email to Ann-Marie Mendoza at amendoza@auditor.lacounty.gov or sent to the following address:

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